



BOD Executive Brief

October 28th, 2011

“What would you attempt to do today if you knew you could not fail?” - Dr. Robert H. Schuller

Call To Order Steve Calls the meeting to order at 3:02

Introductions James Rae, Allyson Mundy, Maylin Sevilla, Steven Ross, KJ Stilling, Paul Stayback, Mike Merz, Heidi Merz, Jesse Nelson, Jack Baker, Sharon Johansen

Approval Of Minutes

- **Paul moves to approve, Maylin seconds. All in favor, approved.**

Additions Or Corrections To Agenda

- **Paul moves to add club sport funding, club equipment purchases and admin fee to new business. KJ seconds. All in favor, approved.**

Staff Reports:

- Public Relations Director: Heidi Merz
 - Been working on the retention incentive petition for Mike
 - Put out posters, sandwich boards, and radio ads
 - Also looked into the price for putting an ad in the Observer.
 - It's pretty pricey.
 - Want to contact the Observer staff about possibly doing a weekly column in their paper for a smaller fee
 - Met with Lola and talked about how to expand BOD awareness and also talked about elections plans
 - Worked on the minutes

Officer Reports:

- Executive Vice President: Paul Stayback
 - Had S&A meeting last week.
 - They voted on funding requests. The one (12005) that was an urgent request and a motion was made to vote on it that week. S&A voted approve it without BOD input because it was an urgent request.
 - S&A has been showing some financial restraint
 - Heard back from the auditor, will be talking about that later in this meeting.
- Vice President for Clubs and Organizations: Maylin Sevilla
 - Found out the access to the Facebook page but we're trying to get access to the group page
 - Started typing up the club descriptions
- Vice President for Academic Affairs: Allyson Mundy
 - **Steve would like to entertain a motion that Allyson and Mike give their report later in the meeting. Paul makes the motion, James seconds. All in favor, approved**
 - Mediation process/advising/helping student appeal a grade

- Did not have University 101 this last Monday
- Had SAS Executive Board meeting on Thursday
 - We had several funding requests
 - Went through suggestions/recommendations I feel should be implemented to make SAS successful
 - Double our meetings with Executive board to accomplish those goals.
- Met with Jesse Nelson and Carolyn Thurston
- BOD website- more student centered/user friendly/resource list etc.
- SAS is scheduled for Nov. 3 (this Thursday) at 8pm in Black 142
- Vice President for Equity and Community Affairs: KJ Stilling
 - Every week at the ESC we are going to discuss a small portion of the constitution
 - This week since the ESC constitution has been approved 3 clubs have turned in packets filled out for membership.
 - Wednesday I met with the City Council Ad Hoc committee. I listened a lot. Looking out for the interest of the student's interests.
- Vice President for Student Life and Facilities: James Rae
 - Issue on transportation. Hopesource got a grant for a bus that goes from Ellensburg to Yakima for about \$6.
 - There is a large piece from a local artist that would be willing to either loan his art or sell it to us but it doesn't really tie into the university in my opinion. Thought that maybe another well-known artist could create something that reflects the university.
 - Banner is up over the doorway. People have commented on it and feel like it's like a "Wildcat Den"
 - Working with assistant to figure out some new programming and see who we can team up with on some new programs. Maybe a So You Think You Can Dance with Wellington.
 - Just had a meeting about possibly merging publicity and public affairs office. Nothing new really came out of it. My message would be that if we are ready to talk about specifics then let's do it.
- Vice president for Legislative Affairs: Mike Merz
 - No report
- President: Steven Ross
 - Met with Pres. Guadino.
 - Talked about letter that I sent
 - Would like to bring out some school pride. He said he would like to do something that sets tradition on campus and in the community.
 - Have drafted a letter to the governor and have had a few people look at it and help with it. I feel like the draft is pretty good
 - Will most likely be leaving next Friday for funeral so Paul may have to lead the meeting.
 - James – There is a group of students that are pushing to get a Wildcat statue on campus.
 - Paul – Would like to request that you can be the final letter for the minutes. Will have it out on Monday but would like everyone to read it.

Special Guests: (Jesse Nelson)

- Want to implement the Student transitions and academic resources (STAR) program to help students find the resources they might need
- We have a big constellation of offices that offer services to students. Most of the time students don't know where to go for the help they need.
- Often times the needs are really great, especially for juniors/seniors

- Would like to plan a response to the need. Have a BOD response as well as an admin response to the need.
- There are three layers
 - Need
 - Capacity
 - Plan (Admin and BOD)
- Paul – I helped create a position last year that handled student advocacy issues. This seems to overlap with that.
- Jack – I think the difference in having STAR handle this is that the other position was for problems that were chronic, it's there to oversee students who have problems throughout their time at school (people with disabilities). STAR would benefit students who have one time needs requests.
- STAR will also help the student go through the mental and reflective process to figure out what they need and where they need to go to figure out how to find their answer. This will give students a place to start.
- We're still at the early stages of this but we have the potential for a student to self-refer to either the BOD or administration. A lot of people don't know that they can turn to administration.
- Do you as the BOD think there is merit to this?
 - Paul – Is this something that would naturally go to STAR if the personnel were different.
 - Jesse – Star will help personnel to reference the intensive resources as well as referral. So decentralized right now that it's impossible to anticipate the amount of students that will use this
 - KJ - Programs like this could or should be funded by a higher level. I believe that there is a need but the need may be smaller (like 200). I think it's important that students continue to receive the same resources.
 - Allyson – I have noticed that there have been perpetual issues that have come to the BOD. It's a lot easier to address these issues when there is a program such as STAR that addresses constant issues.
 - James – I think this is really great in terms of awareness. A lot of these duties would fall under a student advocacy officer position that Paul mentioned so I don't see the need. I think that the need I've noticed is that we need a general information desk on campus that knows everything on campus. Maybe this could be incorporated into STAR as well.
 - Jesse – Mediation isn't intended to replace policies and procedures. It's more like information mediation where there isn't already a formal position. Therefore, there wouldn't be an overlap.
 - Paul – Would like for the student advocacy position I created last year to be looked at and find out how it may relate to this program.
 - Steve – For the sake of time, if you have any additional questions, comments, or concerns could you email Jesse?
 - Jesse – From the BOD, do you think that we should continue planning or should we stop the motors?
 - KJ – I think a SEOI type survey should be created so we can evaluate the need.
 - Allyson – I think it should be a place students can go to find information but also be a place students should go to know where to go.
 - Jesse – We can find out some ways to collect data.
 - By a show of hands, the BOD thinks the STAR program should continue moving forward
 - Allyson – My office will continue working on this but if the BOD wants to back out, just let me know.

Committee Appointments: (Paul)

SAS Appointments: (Allyson)

- English
- Foreign Languages
- History
- Theatre Arts
- Finance & Supply chain
- Economics
- Management
- AFROTC
- Aviation
- Advanced Programs
- Educational Foundations & Curriculum
- Teaching Elementary, Adolescent & Young Children
- ITAM
- Physical Ed., (School & Public Health)
- ROTC
- Anthropology & Museum Studies
- Computer Science
- Geography & Land Studies
- Geology
- Sociology
- Interdisciplinary studies
- Douglass Honors college

SAS Executive Board Appointments: (Allyson)

- None

Club Appointments: (Maylin)

- None

S & A Motions: (Paul)

- Writing a letter to S&A don't approve
- Have to go to the November provost meeting to sell the idea.
- Jack – the committee felt that the BOD selected them for the committee so they felt that they should have the freedom to do their job. There was an interpretation that base-funding doesn't need BOD approval.
- Steve – That's understandable but we do want to make sure that we follow policy
- Allyson – I feel like the BOD looking at things and reviewing from a third party point of view could have merit to it.
- Jack – I think that having an eye on the decisions is fine but sometimes it's going to be need to make a decision quickly and there isn't any time for the BOD to have a
- Steve – in a case of emergency, we did appoint people to those positions for that reason.

- If you read the paragraph that is under dispute, it talks about supplemental funding to base allocations. I'm not telling you how to interpret it but club funding isn't base funding. It's handled by a different process. Requests typically come from supplemental funding accounts.
- Jack – Maybe the BOD and S&A should meet and decided what supplemental funding entails.
- **James – I would like to make a motion to move “Admin Fee” to the top of the New Business List so our guest speakers don't have to stay until the end of the meeting. Allyson seconds. All in favor, approved.**

Old Business: (For your Reference Only)

- ESC Constitution (KJ)
- Tahoma
- Retention Incentive

New Business:

- Admin. Fee
 - Letter back from state funding office: Continued on the following page



**Washington State Auditor
Brian Sonntag**

October 17, 2011

Mr. Paul Stayback
Executive Vice President
ASCWU-BOD
Central Washington University
400 East University Way, Mailstop 7448
Ellensburg, WA 98926

Dear Mr. Stayback:

Thank you for contacting our Office with concerns regarding possible unallowable administrative costs charged to student activity funds. We examined your concerns and would like to share the results with you.

We reviewed the "S&A Fee Fund – Necessary Services Cost Allocation ("Admin fee") Proposal" dated June 1, 2011 allocating \$790,832 of administrative fees to the student activity fund. The cost allocation included indirect administrative charges for 15 categories such as expenses for the President, Faculty Senate, Public Relations, Information Technology policies and management, software licensing, public safety and faculty relations. State law (RCW 28B.15.041) says "services and activities fees shall be used...for the express purpose of funding student activities and programs of their particular institution." Administrative costs such as these do not appear to be for the express purpose of funding student activities and programs. We are unaware of any other statute allowing the University to allocate indirect costs to the student activity funds. Further, we found some of the allocations may not be equitably distributing the costs.

Unless the University can provide us with specific legal authority allowing the allocation of indirect costs to the student activity funds, we recommend the University re-evaluate the cost allocation proposal and ensure charges to restricted student activity funds are for the express purpose of funding student activities and programs.

Thank you for your assistance in this process. If you have any questions, please contact Higher Education Coordinator Ann Strand at (509) 454-7848.

Sincerely,

A handwritten signature in black ink that reads "Steve Wendling".

Steve Wendling
Audit Manager

- Auditor stated that you can't use the funding for that reason.
- James – first, you're wrong, it can be used however the S&A sees fit.
- Paul – Letter says that S&A doesn't have the legal authority.
- James – I talked to the WA State Attorney General and they said that it's fine

- Paul – Would like to send a letter with a copy of James’s letter and come up with a solution to replace these funds. Would also like to ask S&A to defund this Winter Quarter.
- Paul – The BOD write a letter to George Clark and request that S&A look at it and defund. Ultimately we might have to litigate this
- Jack – Until we get the okay, defund it?
- Paul – Yes
- Jack – So we will just have them follow the third paragraph of the letter.
- Paul – This letter allows us to make it public
- Steve – As long as we’re tactful about it. We do have facts now but we have to handle it tactfully.
- Scott – Would you share this letter with George and the president before its public?
- Paul – I looked for their availability this week but they aren’t available.
- James – To be brutally honest, I don’t think that it’s deserved. Students are going to be paying extra this year and they deserve the right to know about this.
- Allyson – I agree with James but we need to be the bigger person and stay tactful throughout this process.
- Paul – Ask S&A to defund starting winter quarter.
- Allyson – A little weary because S&A may thinking we’re micromanaging.
- Paul – We aren’t requesting, we’re asking.
- Sharon - Suggest that they understand that you’re looking at another raise in fee in they don’t do anything. They’re asking that the admin fee be collected at the same rate over the next 5 years.
- Allyson – I think the people on S&A need to understand the severity of the situation.
- **Paul – I move that I send that email out to George and that letter and previous letters to S&A and request that they approve it. Ally seconds. All in favor, approved.**
- Paul – there’s a very real possibility that we need to ask S&A if they would pay for litigation. I think we need to consider if we are willing to do it.
- Allyson – I think that if we take a stance then we need to take a firm stance so that we don’t get trampled on in the future.
- Sharon - This has far reaching impacts across the state and other universities.
- Jack – It could be class action.
- Steve – I’ll reach out to other university BODs
- Jack – We’re probably the only campus that has an admin fee all 4 years. Most universities have only 2-3 year admin fees.
- Scott – Would be willing to bring this up at my meeting next week
- Sharon - I like that how now that you have this problem, you’re trying to find solutions. I think it’s great that you’re being tenacious about it but you’re also looking at alternatives and solutions to the problem.
- Club equipment purchases
 - Everything that the clubs buy is university property. How do we want to approach this in the future? Maybe we not allow funding from SAS and Club Senate so we can avoid the problem of inventory. If someone takes the supplies, its university owned and therefore state property. Its theft if people keep it.
 - Sharon – Its intended that SAS don’t fund departments and to make sure that they only fund club needs.
 - Paul – Consumables aren’t state property but if for example you buy a hammer, that’s state property. I recommend that we don’t fund durable goods. Does the BOD have the authority to say that we don’t recommend this?

- Allyson – I think that some sort of policy and procedures be created.
 - KJ – We should make a criteria that if students don't meet a criteria then they don't get the funding.
 - Sharon – say the biology club buys a telescope but they keep it in the biology building, that's close to us funding the department. It's a sticky issue.
 - Paul – **Move that we go into exec session because Heidi (minutes taker) has to leave, KJ seconds. All in favor, mike abstains.**
- Sport Club Funding
 - Letter to the Governor

Issues/Concerns/Announcements

Adjournment

Steven Ross
ASCWU-BOD President